

UNITED STATES AIR FORCE

AD-A206 006

# OCCUPATIONAL SURVEY REPORT

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ADDENDUM TO  
ADMINISTRATION UTILIZATION FIELD

AFSC 70XX

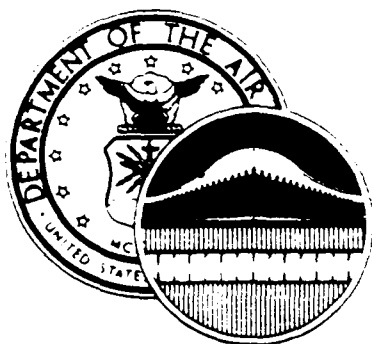
AFPT 90-70X-810

DECEMBER 1988

OCCUPATIONAL ANALYSIS PROGRAM  
USAF OCCUPATIONAL MEASUREMENT CENTER  
AIR TRAINING COMMAND  
RANDOLPH AFB, TEXAS 78150-5000

APPROVED FOR PUBLIC RELEASE; DISTRIBUTION UNLIMITED

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AFSC 70XX

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## ADDENDUM

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## ADDENDUM TO ADMINISTRATION UTILIZATION FIELD OCCUPATIONAL SURVEY REPORT

Due to inaccurate data in some portions of the Administration utilization field (AFSC 70XX) Occupational Survey Report (OSR), the following Addendum has been published. All recommendations and conclusions in the OSR are still valid; however, any future evaluations and decisions should be based on the corrected data provided in this Addendum. The attached tables replace those in the OSR. Any questions concerning this Addendum or the Administration utilization field OSR can be answered by contacting Lieutenant Bill Knoll at the USAF Occupational Measurement Center, Occupational Analysis Division, Randolph AFB TX 78150-5000, AUTOVON 487-6811.

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TABLE 11

TASKS WHICH DIFFERENTIATE BETWEEN  
DAFSC 702X OFFICERS IN GRADES CAPTAIN AND MAJOR  
(PERCENT MEMBERS PERFORMING)

TASKS	CAPT (N=580)	MAJ (N=52)	DIFFERENCE
A52 DEVELOP SUSPENSE CONTROL SYSTEM	54	25	29
A6 ANSWER INQUIRIES ABOUT ADMINISTRATIVE PROGRAMS OR FUNCTIONS	76	56	20
A18 ASSIGN OR MONITOR SUSPENSE CONTROLS FOR COMMUNICATIONS	48	29	19
A139 REVIEW OR CODE DOCUMENTS FOR FILING	30	12	18
A119 PLAN UNIT INFORMATION PROGRAMS, SUCH AS BULLETIN BOARDS, NEWS RELEASES, OR COMMUNITY RELATIONS	41	23	18
F397 COORDINATE PROTOCOL MATTERS WITH OFFICES OF PRIMARY RESPONSIBILITY (OPR)	29	12	17
A85 MAINTAIN OR MONITOR SUSPENSE CONTROL SYSTEMS	46	29	17
A15 ARRANGE SPEAKERS OR DEMONSTRATIONS ON SPECIAL INTEREST ITEMS	43	27	16
A88 MONITOR INTERNAL CONTROLS OF RESOURCES	26	10	16
B170 BRIEF COMMANDER ON STATUS OF UNIT OPERATIONS OR MORALE	60	44	16
L660 EVALUATE MOBILITY PROCESSING LINES	4	14	-10
L656 DEVELOP CONTINGENCY PLANS OR READINESS CHECKLISTS	10	20	-10
L670 MONITOR DISASTER PREPAREDNESS PROGRAMS	13	24	-11
E349 COORDINATE IN-PROCESSING OF PERSONNEL TO CORRECTIONAL CUSTODY	20	37	-11
L671 PARTICIPATE ON SURVIVAL, RECOVERY, RECONSTITUTION TEAM	14	25	-11
A63 DRAFT, APPROVE, OR DISAPPROVE WORK ORDERS REQUESTS FOR MAINTENANCE OF REAL PROPERTY	23	35	-12
A64 DRAFT, EDIT, OR RELEASE ELECTRICALLY TRANSMITTED CLASSIFIED MESSAGES	24	37	-13
A32 CONSULT WITH FUNCTIONAL OPR FOR ASSISTANCE BASED ON COMPLAINTS DATA OR CONGRESSIONAL OR EXECUTIVE INQUIRIES	27	40	-13
A146 SERVE ON COURTS-MARTIAL, ADMINISTRATIVE BOARDS, OR EVALUATION BOARDS	48	63	-15
C283 COMPILE OR WRITE REPORTS ON FEEDBACK OF IG DATA TO FIELD	14	29	-15

TABLE 12

TASKS WHICH DIFFERENTIATE BETWEEN  
DAFSC 702X OFFICERS IN GRADES MAJOR AND LT COLONEL  
(PERCENT MEMBERS PERFORMING)

TASKS	MAJOR (N=52)	LT COL (N=7)	DIFFERENCE
E344 ADMINISTER COURT-MARTIAL, ADMONISHMENT, OR ARTICLE 15 CHARGES	56	0	56
E343 ADMINISTER CONTROL ROSTER ACTIONS	54	0	54
E345 ADMINISTER RECOMMENDATIONS FOR ADMINISTRATIVE DISCHARGES	54	0	54
E352 INITIATE DOCUMENTATION FOR INCLUSION IN UNFAVORABLE INFORMATION FILES (UIF)	54	0	54
B158 APPROVE OR DISAPPROVE BASIC ALLOWANCE FOR SUBSISTENCE (BAS)	52	0	52
B165 APPROVE OR DISAPPROVE REQUESTS FOR RETRAINING OR SPECIAL DUTY	52	0	52
B190 COUNSEL PERSONNEL ON DEPENDENT CARE RESPONSIBILITIES	52	0	52
B261 REFER PERSONNEL TO REHABILITATION PROGRAMS	52	0	52
E350 INITIATE ACTION TO WITHHOLD, DELAY, OR DENY PROMOTIONS	50	0	50
E356 PREPARE OR DRAFT DOCUMENTS FOR DISCIPLINARY ACTIONS	50	0	50
F399 COORDINATE SUPPORT WITH CIVILIAN COMMUNITY HOTELS, RESTAURANTS, OR CHAMBERS OF COMMERCE	12	57	-45
B216 INTERVIEW PERSONNEL FOR MILITARY POSITIONS	37	86	-49
F395 COORDINATE OR SCHEDULE STAFF BRIEFINGS FOR SENIOR OFFICERS RETURNING FROM LEAVE OR TDY	8	57	-49
F396 COORDINATE PROPOSED VISITS OR CONFERENCES	19	71	-52
F418 REVIEW SENIOR OFFICERS' INCOMING CORRESPONDENCE	19	71	-52
F377 APPOINT, BRIEF, OR COORDINATE ESCORT OFFICERS TO CONDUCT PROTOCOL SUPPORT FOR VISITORS	17	71	-54
A17 ASSIGN OFFICE OF PRIMARY RESPONSIBILITY (OPR) FOR OR TRACK ANSWERS TO CONGRESSIONAL INQUIRIES	12	71	-59
F397 COORDINATE PROTOCOL MATTERS WITH OFFICES OF PRIMARY RESPONSIBILITY (OPR)	12	71	-59
F416 PREPARE, REVIEW, OR COORDINATE TRIP BOOKS	8	71	-63
A30 CONDUCT MEETINGS OF ADMINISTRATIVE SUPPORT OR STAFF EXECUTIVE OFFICERS	23	100	-77

TABLE 14

TASKS WHICH DIFFERENTIATE BETWEEN  
DAFSC 703X OFFICERS IN GRADES LT AND CAPT  
(PERCENT MEMBERS PERFORMING)

TASKS	LT (N=8)	CAPT (N=96)	DIFFERENCE
A138 REVIEW OR ANALYZE IG COMPLAINTS OR TRENDS	63	15	48
A119 PLAN UNIT INFORMATION PROGRAMS, SUCH AS BULLETIN BOARDS, NEWS RELEASES, OR COMMUNITY RELATIONS	75	35	40
C293 INSPECT UNIT MAIL ROOMS	50	10	40
A111 PLAN MILITARY FORMATIONS, SUCH AS PARADES, FUNERALS, RETREATS, OR HONOR GUARDS	50	13	37
H516 PUBLICIZE INFORMATION CONCERNING MAIL SERVICE	63	26	37
B248 PLAN UNIT SPECIAL PROJECTS, SUCH AS SPECIAL CLEAN-UP, COMMUNITY SERVICE, OR OPEN-HOUSE ACTIVITIES	63	27	36
I580 NEGOTIATE DISPUTES WITH PRINTING CONTRACTORS OR GOVERNMENT PRINTING OFFICE (GPO)	38	2	36
H463 CONDUCT POSTAL CUSTOMERS COMPLAINT SESSIONS	38	3	35
H466 CONSOLIDATE INFORMATION INPUTS FROM OTHER AGENCIES ON POSTAL AFFAIRS	38	4	34
H445 ANALYZE POSTAL SUPPLY ACCOUNTS FOR TRENDS	38	5	33
B235 ORGANIZE OR CONDUCT SPECIAL SELECTION BOARDS, SUCH AS AWARDS OR PME	13	29	-16
B267 REVIEW OFFICER EFFECTIVENESS REPORTS (OER)	13	29	-16
B277 SIGN MISCELLANEOUS FORMS FOR UNIT PERSONNEL, SUCH AS TUITION ASSISTANCE OR DEFERRED LOAN PAYMENTS	13	31	-18
B262 RESEARCH OR WRITE CIVILIAN POSITION DESCRIPTIONS	25	45	-20
A103 PERFORM FUNCTIONS OF NOTARY PUBLIC	0	23	-23
B160 APPROVE OR DISAPPROVE REQUESTS FOR ABSENCES FROM DUTY (E.G., LEAVES, PASSES, ETC.)	38	61	-23
B259 RECOMMEND EXTENSION OF TOURS	0	24	-24
A142 REVIEW PUBLICATIONS BULLETIN	25	59	-34

TABLE 15

TASKS WHICH DIFFERENTIATE BETWEEN  
DAFSC 703X OFFICERS IN GRADES CAPT AND MAJOR  
(PERCENT MEMBERS PERFORMING)

TASKS	CAPT (N=96)	MAJOR (N=6)	DIFFERENCE
L656 DEVELOP CONTINGENCY PLANS OR READINESS CHECKLISTS	39	0	39
B268 REVIEW OR ANALYZE ADMINISTRATION REQUIREMENTS OF ORGANIZATIONS, UNITS, OR BASES	38	0	38
N715 PARTICIPATE IN FINANCIAL WORKING GROUP	34	0	34
A154 VERIFY SECURITY CLEARANCE LEVELS OF PERSONNEL	30	0	30
K635 COORDINATE TRAINING REQUIREMENTS AND EQUIPMENT SPECIFICATIONS WITH VENDOR	30	0	30
A6 ANSWER INQUIRIES ABOUT ADMINISTRATIVE PROGRAMS OR FUNCTIONS	88	67	21
K634 COORDINATE MAINTENANCE FOR OAS	21	0	21
K632 CONDUCT OR ASSIST IN PERFORMING OAS SURVEYS OR STUDIES	20	0	20
K645 PARTICIPATE ON INFORMATION SYSTEMS WORKING GROUPS	20	0	20
K647 RESEARCH EQUIPMENT AVAILABILITY AND CAPABILITY	20	0	20
E344 ADMINISTER COURT-MARTIAL, ADMONISHMENT, OR ARTICLE 15 CHARGES	11	50	-39
E343 ADMINISTER CONTROL ROSTER ACTIONS	10	50	-40
B196 DIRECT INDIVIDUAL PARTICIPATION IN MEDICAL TESTING FOR DRUG ABUSE OR COMMUNICABLE DISEASES	9	50	-41
B233 MONITOR SPECIAL UNIT PROGRAMS, SUCH AS SPORTS PROGRAMS OR AFAF DRIVES	24	67	-43
B165 APPROVE OR DISAPPROVE REQUESTS FOR RETRAINING OR SPECIAL DUTY	21	67	-46
B252 PREPARE INFORMATION FOR COMMANDER'S CALL	21	67	-46
E352 INITIATE DOCUMENTATION FOR INCLUSION IN UNFAVORABLE INFORMATION FILES (UIF)	19	67	-48
E356 PREPARE OR DRAFT DOCUMENTS FOR DISCIPLINARY ACTIONS	29	83	-54
B278 VISIT HOSPITALIZED OR INCARCERATED PERSONNEL	27	83	-56
E346 CONDUCT PRELIMINARY INQUIRIES OF INVESTIGATIONS	16	83	-67



TABLE 17

TASKS WHICH DIFFERENTIATE BETWEEN DAFSC 704X OFFICERS IN GRADES CAPTAIN AND MAJOR  
(PERCENT MEMBERS PERFORMING)

TASKS	CAPT (N=25)	MAJ (N=51)	DIFFERENCE
A97 PARTICIPATE IN ADVISORY COUNCIL MEETINGS OR ACTIVITIES	52	16	36
A16 ASSIGN BASE OR STAFF DETAILS	52	25	27
H453 APPROVE OR DISAPPROVE REQUESTS FOR POSTAL SERVICES FROM INDIVIDUALS OR ORGANIZATIONS	40	14	26
A93 MONITOR TELEPHONE USE	40	20	20
H464 CONDUCT POSTAL INSPECTIONS	24	4	20
A77 EVALUATE SUGGESTIONS	80	61	19
H444 ANALYZE POSTAL PROBLEMS	52	33	19
H509 PARTICIPATE IN WORKING GROUPS OR LIAISON ACTIVITIES ON POSTAL MATTERS OR PROJECTS	28	10	18
H502 INVESTIGATE POSTAL COMPLAINTS OR INCIDENTS	36	20	16
H442 ADVISE HIGHER HEADQUARTERS ON ABUSES OF POSTAL SERVICES	32	16	16
I555 DEVELOP FORMS	4	18	-14
I564 ESTABLISH PROCEDURES OR LIMITATIONS ON USE OF COPIERS	20	35	-15
I563 ESTABLISH POLICIES OR SYSTEM FOR THE CREATION, MANAGEMENT, OR ISSUE OF PUBLICATIONS OR FORMS	16	33	-17
M696 PARTICIPATE ON STATEMENT OF WORK REVIEW BOARDS OR PANELS	12	30	-18
A106 PERFORM TOP SECRET CONTROL OFFICER (TSCO) FUNCTIONS	4	22	-18
A99 PARTICIPATE IN STAFF CONFERENCES OR ATTEND MEETINGS FOR SUPERVISOR	56	75	-19
B183 CONDUCT SECURITY DEBRIEFINGS	8	27	-19
M683 ASSESS CONTRACTING NEEDS	12	34	-22
M706 WRITE STATEMENTS OF WORK	8	30	-22
B184 CONDUCT SECURITY INDOCTRINATION BRIEFINGS	8	30	-22
B196 DIRECT INDIVIDUAL PARTICIPATION IN MEDICAL TESTING FOR DRUG ABUSE OR COMMUNICABLE DISEASES	4	26	-22
M684 COORDINATE WITH BASE CONTRACTING AND MANPOWER AGENCIES ON CONTRACT ACTIONS	20	44	-24
B278 VISIT HOSPITALIZED OR INCARCERATED PERSONNEL	20	47	-27
A18 ASSIGN OR MONITOR SUSPENSE CONTROLS FOR COMMUNICATIONS	24	53	-29

TABLE 18

TASKS WHICH DIFFERENTIATE BETWEEN  
DAFSC 704X OFFICERS IN GRADES MAJOR AND LT COLONEL  
(PERCENT MEMBERS PERFORMING)

TASKS	MAJOR (N=51)	LT COL (N=23)	DIFFERENCE
M684 COORDINATE WITH BASE CONTRACTING AND MANPOWER AGENCIES ON CONTRACT ACTIONS	35	9	26
I523 ADVISE REQUESTORS OF CHANGES TO PUBLICATIONS	32	9	23
G434 COUNSEL PERSONNEL ON EDUCATIONAL PROGRAMS	32	9	23
M689 DEVELOP QUALITY ASSURANCE SURVEILLANCE PLANS	22	0	22
M706 WRITE STATEMENTS OF WORK	30	9	21
I564 ESTABLISH PROCEDURES OR LIMITATIONS ON USE OF COPIERS	34	13	21
K637 DETERMINE OAS TRAINING REQUIREMENTS	38	17	21
M705 WRITE PURCHASE REQUESTS	20	0	20
M691 MONITOR CONTRACTS FOR COMPLIANCE	28	9	19
K626 ADVISE PERSONNEL ON EQUIPMENT AND FURNISHINGS AVAILABLE FOR OFFICE SYSTEMS	34	17	17
A34 COORDINATE CORRESPONDENCE WITH OTHER AGENCIES	80	91	-11
A90 MONITOR OR MANAGE ADMINISTRATIVE MANNING REQUIREMENTS	56	70	-14
A68 DRAFT, EDIT, OR SIGN MINUTES OF MEETING OR CONFERENCES	60	74	-14
N721 PREPARE OR DEVELOP INPUT FOR PROGRAM ACTION DOCUMENTS (PAD)	12	26	-14
N723 REVIEW, APPROVE, OR DISAPPROVE PLANS OR PROPOSALS FOR CHARGES TO ADMINISTRATIVE FUNCTIONS	20	35	-15
N714 PARTICIPATE ON FINANCIAL MANAGEMENT BOARD OF PANEL	20	35	-15
A97 PARTICIPATE IN ADVISORY COUNCIL MEETINGS OR ACTIVITIES	14	30	-16
N707 DETERMINE OR ESTABLISH REQUIREMENTS FOR ADVANCED ACADEMIC DEGREES	8	30	-22
N708 DETERMINE OR ESTABLISH REQUIREMENTS FOR EDUCATION WITH INDUSTRY OFFICERS	4	30	-26
N710 DEVELOP OR PROVIDE INPUTS OF STRATEGIC PLANS	36	65	-29

TABLE 32

## EXAMPLES OF TASKS RATED HIGH IN TRAINING EMPHASIS BY 70XX OFFICERS

TASKS	TE*	PERCENT MEMBERS PERFORMING BY TIME IN CAREER FIELD				ALL 70XX OFFICERS
		1-48 MOS	49-96 MOS	97+ MOS		
		TICF	TICF	TICF		
B191 COUNSEL PERSONNEL ON INFRACTIONS OR WORK PERFORMANCE	4.88	68	78	67	70	
A130 PREPARE OR DRAFT AWARDS OR DECORATIONS RECOMMENDATIONS	4.79	65	69	75	68	
E344 ADMINISTER COURT-MARTIAL, ADMONISHMENT, OR ARTICLE 15 CHARGES	4.79	39	46	26	38	
E357 PREPARE RECORDS OF COUNSELING	4.67	48	56	47	50	
E345 ADMINISTER RECOMMENDATIONS FOR ADMINISTRATIVE DISCHARGES	4.26	38	44	26	37	
B194 DEVELOP ORDERLY ROOM PROCEDURES OR RESPONSIBILITIES	4.12	57	47	28	47	
A131 PREPARE OR REVIEW DISCHARGE CASES	4.05	51	50	33	46	
B224 MAINTAIN WEIGHT MANAGEMENT PROGRAM	4.05	45	39	23	38	
A24 AUTHENTICATE OR SUPERVISE PUBLICATION OR DISTRIBUTION OF ADMINISTRATIVE ORDERS	3.78	39	46	42	42	
A6 ANSWER INQUIRIES ABOUT ADMINISTRATIVE PROGRAMS OR FUNCTIONS	3.41	74	79	71	75	
E346 CONDUCT PRELIMINARY INQUIRIES OF INVESTIGATIONS	2.95	28	39	23	30	

\* Tasks rated above 2.11 are high in training emphasis

TABLE 33

TASKS REFERENCED TO POI WITH LOW TE RATINGS  
OR PERCENT MEMBERS PERFORMING

TASKS	TE	PERCENT MEMBERS PERFORMING	POI REFERENCE
		1-48 MONTHS T1CF	
1589 REVIEW CONTRACTED PROOFS FOR PUBLICATIONS	.09	1	I 7B
H510 PERFORM INVENTORY OF SPECIAL CATEGORY CLASSIFIED DOCUMENTS	.38	0	I 9E
J601 DESIGN OR DEVELOP SYSTEMS FOR RECORDS MANAGEMENT	.99	3	I 10E
H499 INTERPRET ADMINISTRATIVE ORDERS, POLICIES, OR REGULATIONS	2.25	14	I 8C
F166 APPROVE OR DISAPPROVE SPECIAL AUTHORIZA- TIONS ON ORDERS	2.99	28	I 8C
A64 DRAFT, EDIT, OR RELEASE ELECTRICALLY TRANSMITTED CLASSIFIED MESSAGES	3.50	22	I 5D,E

TABLE A17

GROUP ID NUMBER AND TITLE: STG435, MEPS COMMANDERS

GROUP SIZE: 10

PERCENT OF SAMPLE: less than 1

NUMBER OF MILITARY: 9

NUMBER OF CIVILIANS: 1

AVERAGE NUMBER TASKS PERFORMED: 132

AVERAGE NUMBER SUPERVISED: 11

THE FOLLOWING ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
A1 ALLOCATE OR COORDINATE USE OF OFFICE SPACE IN BUILDINGS OR ORGANIZATIONS	100
B212 INDORSE OR PREPARE INDORSEMENTS FOR OER, APR, OR CIVILIAN PERFORMANCE AND APPRAISAL REPORTS	100
A63 DRAFT, APPROVE, OR DISAPPROVE WORK ORDER REQUESTS FOR MAINTENANCE OF REAL PROPERTY	100
A9 APPROVE OR DISAPPROVE ADMINISTRATIVE BUDGET PLANS OR PROPOSALS	100
E357 PREPARE RECORDS OF COUNSELING	100
M691 MONITOR CONTRACTS FOR COMPLIANCE	90
M704 REVIEW CONTRACT SPECIFICATIONS	90
A46 DEVELOP OR MONITOR BUDGETS OR EXPENDITURES, SUCH AS PROTOCOL, CONTINGENCY, O&M FUNDS, OR NAF	90
B191 COUNSEL PERSONNEL ON INFRACTIONS OR WORK PERFORMANCE	90
C299 REVIEW INSPECTION GUIDES, CHECKLISTS, OR REPORTS	90
M684 COORDINATE WITH BASE CONTRACTING AND MANPOWER AGENCIES ON CONTRACT ACTIONS	80
C287 CONDUCT INVENTORIES	80
M694 NOTIFY CONTRACTING OFFICE OF CONTRACTOR PERFORMANCE	80
M683 ASSESS CONTRACTING NEEDS	70
M701 PROVIDE INPUT FOR CONTRACT SPECIFICATIONS	60

TABLE A18

GROUP ID NUMBER AND TITLE: STG345, OAS PERSONNEL

GROUP SIZE: 33

PERCENT OF SAMPLE: 1

NUMBER OF MILITARY: 17

NUMBER OF CIVILIANS: 16

AVERAGE NUMBER TASKS PERFORMED: 89

AVERAGE NUMBER SUPERVISED: 1

THE FOLLOWING ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
A21 ATTEND CONFERENCES, EQUIPMENT DEMONSTRATIONS, OR COMPANY BRIEFINGS ON NEW EQUIPMENT	100
K624 ACQUIRE OFFICE AUTOMATED SYSTEMS SUPPORT EQUIPMENT OR SOFTWARE	94
K647 RESEARCH EQUIPMENT AVAILABILITY AND CAPABILITY	94
A22 ATTEND PROFESSIONAL MEETINGS OR WORKSHOPS	94
K638 DEVELOP INFORMATION SYSTEMS REQUIREMENT DOCUMENTS (ISRD)	91
K633 CONDUCT RESEARCH TO IMPROVE OAS PROGRAMS	91
K645 PARTICIPATE ON INFORMATION SYSTEMS WORKING GROUPS	88
K629 ATTEND PRODUCT DEMONSTRATIONS OR TRADEFAIRS TO EXAMINE NEW OAS EQUIPMENT	88
K630 BRIEF ON OAS	88
K626 ADVISE PERSONNEL ON EQUIPMENT AND FURNISHINGS AVAILABLE FOR OFFICE SYSTEMS	85
K627 ARRANGE FOR OR CONDUCT OAS PRODUCT DEMONSTRATIONS	85
K632 CONDUCT OR ASSIST IN PERFORMING OAS SURVEYS OR STUDIES	80
K635 COORDINATE TRAINING REQUIREMENTS AND SPECIFICATIONS WITH PROCUREMENT	80
K634 COORDINATE MAINTENANCE FOR OAS	80

TABLE A19

GROUP ID NUMBER AND TITLE: STG97, INSPECTION, COMPLAINTS, AND INQUIRIES  
LIAISON PERSONNEL

GROUP SIZE: 49

PERCENT OF SAMPLE: 2

NUMBER OF MILITARY: 36

NUMBER OF CIVILIANS: 13

AVERAGE NUMBER TASKS PERFORMED: 146

AVERAGE NUMBER SUPERVISED: 1

THE FOLLOWING ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

TASKS		PERCENT MEMBERS PERFORMING
A72	DRAFT, EDIT, OR SIGN TALKING, POINT, OR BACKGROUND PAPERS	90
A126	PREPARE CORRESPONDENCE OR REPORTS FOR SENIOR OFFICER'S SIGNATURE	88
A62	DRAFT OR WRITE RESPONSES TO COMPLAINTS	78
A61	DRAFT OR EDIT ANSWERS TO CONGRESSIONAL INQUIRES	73
A80	HAND CARRY COMMUNICATIONS OR SHORT SUSPENSE ITEMS	73
A145	SERVE AS ORGANIZATION POINT OF CONTACT FOR AGENCIES, SUCH AS IG, AF AUDIT AGENCY, OR CONGRESSIONAL VISITS	69
C299	REVIEW INSPECTION GUIDES, CHECKLISTS, OR REPORTS	65
A17	ASSIGN OFFICE OF PRIMARY RESPONSIRILITY (OPR) FOR OR TRACK ANSWERS TO CONGRESSIONAL INQUIRIES	59
A138	REVIEW OR ANALYZE IG COMPLAINTS OR TRENDS	59
A124	PREPARE ANSWERS TO COMPLAINTS SUBMITTED TO AIR FORCE INSPECTION GENERAL (IG)	59
A32	CONSULT WITH FUNCTIONAL OPR FOR ASSISTANCE BASED ON COMPLAINTS DATA OR CONGRESSIONAL OR EXECUTIVE INQUIRIES	59
B265	REVIEW CORRECTIVE ACTIONS TAKEN ON IG INSPECTIONS, STAFF ASSISTANCE VISITS (SAV), OR LOCAL INSPECTIONS	51
C288	COORDINATE ON JOINT IG INSPECTIONS WITH OTHER AGENCIES	41
C286	CONDUCT IG INSPECTIONS OF AREAS OTHER THAN ADMINISTRATIVE FUNCTIONS	39
C285	CONDUCT IG INSPECTIONS OF ADMINISTRATIVE FUNCTIONS	35

TABLE A20

GROUP ID NUMBER AND TITLE: GRP148, CONTRACTING FUNCTIONS PERSONNEL

GROUP SIZE: 56

PERCENT OF SAMPLE: 3

NUMBER OF MILITARY: 1

NUMBER OF CIVILIANS: 55

AVERAGE NUMBER TASKS PERFORMED: 77

AVERAGE NUMBER SUPERVISED: 2

THE FOLLOWING ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
M701 PROVIDE INPUT FOR CONTRACT SPECIFICATIONS	95
M704 REVIEW CONTRACT SPECIFICATIONS	90
M702 RECOMMEND CHANGES TO PERFORMANCE WORK STATEMENTS	88
A71 DRAFT, EDIT, OR SIGN STANDARD AIR FORCE LETTERS TO ORGANIZATIONS WITHIN AIR FORCE	88
M706 WRITE STATEMENTS OF WORK	86
M694 NOTIFY CONTRACTING OFFICE OF CONTRACTOR PERFORMANCE	82
M696 PARTICIPATE ON STATEMENT OF WORK REVIEW BOARDS OR PANELS	82
A34 COORDINATE CORRESPONDENCE WITH OTHER AGENCIES	82
A50 DEVELOP RECORDS, REPORT FORMATS, CHARTS, OR GRAPHS	80
M691 MONITOR CONTRACTS FOR COMPLIANCE	79
A67 DRAFT, EDIT, OR SIGN MEMORANDA FOR RECORD	79
A5 ANALYZE RECORDS, REPORTS, CHARTS, GRAPHS, OR COMPUTER PRODUCTS	77
M684 COORDINATE WITH BASE CONTRACTING AND MANPOWER AGENCIES ON CONTRACT ACTIONS	64
M697 PARTICIPATE ON TECHNICAL PROPOSAL REVIEW BOARDS OR PANELS	62
M685 DEVELOP CONTRACTOR PERFORMANCE EVALUATION DATA	57



TABLE A21

GROUP ID NUMBER AND TITLE: STG360, RECORDS MANAGEMENT PERSONNEL

GROUP SIZE: 33

PERCENT OF SAMPLE: 1

NUMBER OF MILITARY: 0

NUMBER OF CIVILIANS: 33

AVERAGE NUMBER TASKS PERFORMED: 95

AVERAGE NUMBER SUPERVISED: 2

THE FOLLOWING ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
J590 ADVISE RECORDS MANAGERS, FUNCTIONAL AREA RECORDS MANAGERS (FARM) OR CLERKS ON RECORDS MANAGEMENT	94
J597 BRIEF PERSONNEL ON FREEDOM OF INFORMATION ACT (FOIA) PROCEDURES	94
A58 DRAFT OPERATING INSTRUCTIONS (OI), REGULATIONS, MANUALS, PAMPHLETS, CHANGES, OR SUPPLEMENTS	94
D334 PLAN OR CONDUCT RECORDS MANAGEMENT TRAINING	91
A36 COORDINATE WITH BASE FUNCTIONAL AREA RECORDS MANAGERS ON FILES MAINTENANCE OR DISPOSITION PLANS	91
J602 DESTROY RECORDS	91
J598 BRIEF PERSONNEL ON PRIVACY ACT PROCEDURES	91
J599 COMPILE OR ANALYZE RECORDS MANAGEMENT REPORTS	91
J623 REVIEW PUBLICATIONS OR FORMS FOR COMPLIANCE WITH FOIA OR PRIVACY ACT	91
J610 EVALUATE MICROGRAPHICS STORAGE AND RETRIEVAL EQUIPMENT OR SYSTEMS	88
J609 EVALUATE FARM PROCEDURES	88
J617 PREPARE, APPROVE, OR DISAPPROVE RECOMMENDATIONS TO CHANGE RECORDS DISPOSITION CRITERIA	88
A59 DRAFT OR APPROVE AF FORMS 80 (FILES MAINTENANCE AND DISPOSITION PLAN)	85
J604 DEVELOP PROCEDURES FOR COMPLYING WITH FOIA OR PRIVACY ACT REGULATIONS	85
J620 PROVIDE RECORDS MANAGEMENT GUIDANCE TO OFF-BASE AGENCIES	82

TABLE A22

GROUP ID NUMBER AND TITLE: STG141, PUBLICATIONS MANAGEMENT PERSONNEL

GROUP SIZE: 27

PERCENT OF SAMPLE: 1

NUMBER OF MILITARY: 11

NUMBER OF CIVILIANS: 16

AVERAGE NUMBER TASKS PERFORMED: 119

AVERAGE NUMBER SUPERVISED: 4

THE FOLLOWING ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
A142 REVIEW PUBLICATIONS BULLETIN	96
I522 ADVISE PERSONNEL ON PROCEDURES FOR DEVELOPING NEW PUBLICATIONS	93
I524 ADVISE REQUESTORS OF PUBLICATIONS AVAILABILITY	89
A74 ESTABLISH OR EVALUATE REQUIREMENTS FOR PUBLICATIONS	89
I528 APPROVE OR DISAPPROVE FORM REQUESTS	85
I527 ANALYZE, OR STANDARDIZE FORMS	85
A10 APPROVE OR DISAPPROVE PUBLICATIONS OR SUPPLEMENTS	81
I573 IDENTIFY OR ELIMINATE DUPLICATIONS IN LOCAL, COMMAND, OR AF PUBLICATIONS AND FORMS	78
I523 ADVISE REQUESTORS OF CHANGES TO PUBLICATIONS	78
I541 CONDUCT SPECIAL REVIEWS OF PUBLICATIONS	78
I542 CONDUCT STAFF ASSISTANCE VISITS (SAV)	78
I533 ASSIGN SERIES OR BASIC NUMBERS TO PUBLICATIONS OR FORMS	74
I565 ESTABLISH PROCEDURES TO MONITOR DELINQUENT AF FORMS 1382 (REQUEST FOR REVIEW OF PUBLICATIONS AND/OR FORMS)	70
I563 ESTABLISH POLICIES OR SYSTEMS FOR THE CREATION, MANAGEMENT, OR ISSUE OF PUBLICATIONS OR FORMS	67
I537 COMPILE FORMS OR PUBLICATIONS INDEXES	67

TABLE A27

GROUP ID NUMBER AND TITLE: STG525, REPROGRAPHICS MANAGEMENT PERSONNEL

GROUP SIZE: 18

PERCENT OF SAMPLE: less than 1

NUMBER OF MILITARY: 2

NUMBER OF CIVILIANS: 16

AVERAGE NUMBER TASKS PERFORMED: 119

AVERAGE NUMBER SUPERVISED: 6

THE FOLLOWING ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
A12 APPROVE OR DISAPPROVE REQUESTS FOR DUPLICATION, MICROFORM, OR PRINTING	100
A21 ATTEND CONFERENCES, EQUIPMENT DEMONSTRATIONS, OR COMPANY BRIEFINGS ON NEW EQUIPMENT	100
I581 PERFORM COST EFFECTIVENESS ANALYSIS OF COPIER, DUPLICATING, PRINTING, OR MICROFORM EQUIPMENT OPERATIONS	94
I526 ANALYZE PERFORMANCE OF PRINTING, DUPLICATING, MICROFORM, COPYING EQUIPMENT	94
I570 EVALUATE REQUIREMENTS FOR REPROGRAPHICS EQUIPMENT OTHER THAN MICROGRAPHICS EQUIPMENT	89
I546 COORDINATE WITH OPR ON PRINTING REQUESTS OR REQUIREMENTS	89
I574 IMPLEMENT POLICIES OR PROCEDURES FOR CONFORMING TO STANDARDS OF CONGRESSIONAL JOINT COMMITTEE ON PRINTING	83
I576 IMPLEMENT REPROGRAPHICS AUTOMATED MANAGEMENT SYSTEMS (RAMS)	83
I564 ESTABLISH PROCEDURES OR LIMITATIONS ON USE OF COPIERS	78
A81 IDENTIFY EQUIPMENT IN NEED OF REPAIR OR REPLACEMENT	78
I569 EVALUATE REQUIREMENTS FOR MICROGRAPHICS EQUIPMENT OR SYSTEMS	78
I585 PREPARE REQUESTS FOR PRINTING OR DUPLICATING EQUIPMENT	72
I544 COORDINATE WITH BASES OR ORGANIZATIONS ON REPORTS OF COPIER USE	72
I583 PREPARE JOINT COMMITTEE ON PRINTING (JCP) REPORTS	67
I562 ESTABLISH POLICIES OR PROCEDURES FOR THE MANAGEMENT OF MICROFORM OR COMPUTER OPERATED MICROFICHE SERVICE CTRS	67

TABLE A28

GROUP ID NUMBER AND TITLE: STG172, PRINTING SPECIALISTS

GROUP SIZE: 6

PERCENT OF SAMPLE: less than 1

NUMBER OF MILITARY: 0

NUMBER OF CIVILIANS: 6

AVERAGE NUMBER TASKS PERFORMED: 39

AVERAGE NUMBER SUPERVISED: 0

THE FOLLOWING ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
I546 COORDINATE WITH OPR ON PRINTING REQUESTS OR REQUIREMENTS	100
I548 COORDINATE WITH PRINTING CONTRACT COMPANIES ON BILLING DIFFERENCES	100
I587 PREPARE REQUISITIONS FOR PRINTING TO SUBMIT TO GPC	83
I536 CERTIFY INVOICES FOR COMMERCIAL PRINTING	83
I545 COORDINATE WITH CONTRACT PRINTERS	83
I580 NEGOTIATE DISPUTES WITH PRINTING CONTRACTORS OR GOVERNMENT PRINTING OFFICE (GPO)	83
A12 APPROVE OR DISAPPROVE REQUESTS FOR DUPLICATION, MICROFORM, OR PRINTING	83
I583 PREPARE JOINT COMMITTEE ON PRINTING (JCP) REPORTS	83
I584 PREPARE JUSTIFICATIONS FOR WAIVERS ON PRINTING RESTRICTIONS TO GPO	67
A86 MAINTAIN PRODUCTION LOGS	67
A21 ATTEND CONFERENCES, EQUIPMENT DEMONSTRATIONS, OR COMPANY BRIEFINGS ON NEW EQUIPMENT	67
M682 ACCOUNT FOR COMMERCIAL PRINTING FUNDS	50
I553 DEVELOP COST ESTIMATES FOR INDIVIDUAL CONTRACTS	50
M705 WRITE PURCHASE REQUESTS	50